



DOWNTOWN DESIGN ADVISORY BOARD APPLICATION

Date of Application _____ Address of Property for Review _____

Applicant's Name _____ Phone _____

Address _____

Relationship to Project (e.g.: architect, contractor, etc.) _____

Owner's Name and Address _____ Phone _____

Project Description

Lot Size _____

Proposed Additional Bldg. Sq. Ft. _____

Total Existing Bldg. Sq Ft. _____

Proposed Bldg. Height _____

Existing Bldg Height _____

Submission Requirements

The Downtown Design Advisory Board generally meets on the second Wednesday of every month. The deadline for submitting your application is one week before this meeting, which means the first Wednesday of the month. You need to come in person to the Planning Department, 1739 Broadway, third floor, and submit plans to a Project Specialist by 4 p.m. (Note: we are closed from noon to 1 p.m. M-F)

Please see the attached "Submission Requirements" sheet for guidance on what we need.

What to Bring to Your Review

At the time of the meeting, please bring at least one set of rendered drawings and material samples.

Committee Comments about the Proposal:

For submittal questions or project-content questions, please contact Brian Holmes at (303) 441-3212 or holmesb@ci.boulder.co.us. For administrative questions about DDAB, please contact Heidi Straszewski at (303) 441-3274 or straszewskih@ci.boulder.co.us. You can visit our Web site at: <http://www.ci.boulder.co.us/cmo/boards/rosters/ddab.html>.



DDAB Application Submission Requirements

(Excerpt from the Downtown Design Guidelines)

Application requirements for design review will vary depending upon the complexity and scale of the project to be reviewed, and the specific requirements of the reviewing body. In general, the applicant should provide the appropriate architectural drawings, sketches, and photographs of existing buildings and their sites to allow the reviewing body to fully understand the nature and scope of the exterior changes and any significant design issues.

For DDAB, ten (10) copies of all relevant information listed below must be submitted *to a project specialist* in the Planning and Development Services Center no later than 4 p.m. on the first Wednesday of the month, one week prior to the DDAB meeting. ***[Please DO NOT send a courier; a representative from your organization needs to bring the plans to the project specialist in person so the specialist can check that submission requirements have been met, which prevents problems with the application.]*** Applications should be well organized and contain sufficient information to allow reviewers to fully understand the proposed building design or alteration, including relevant urban design information such as how the project fits within its surrounding context, and how it relates to adjacent buildings and properties.

At a minimum, DDAB applications should include the following information:

- A map illustrating the location of the project within the context of the downtown as well as photographs of the project site and the surrounding area.
- A site plan in a clear graphic style should be presented in the context of the city blocks surrounding the project. Site boundaries and dimensions should be clearly marked and special issues such as floodplain, shadows, land restrictions and the existing site conditions need to be highlighted.
- All relevant floor plans, building sections, and exterior elevations should be illustrated at a scale sufficient to fully understand the proposed design.
- Provide exterior wall elevations in color showing material and color selections.

Additional information that may be required for DDAB:

The following additional information may be required if the proposal modifies the permitted “by-right” building height, or if the project is of significant complexity that the two dimensional drawings described above do not fully illustrate the design issues:

- A simple mass model if the project is of significant size and complexity, showing the surrounding context.
- Color perspective sketches illustrating the proposed project and its surroundings, from street level, to present the project from the pedestrian’s viewpoint.
- An analysis of the shadow impact of the proposed project is important, especially for projects on the south side of downtown streets.

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